

## Tool: Gantt Chart

### WHAT IT IS

A technique for plotting the tasks of a project on a calendar chart to depict the activities, and when they begin and end, and to identify any major milestones in the project.

### WHEN TO USE IT

During planning to lay out the schedule for each of the tasks of the change implementation.

During implementation to monitor the progress of the change.

Any time there is a need to schedule resources or if there is an adjustment to the change plan.

### HOW TO USE IT

1. List all tasks down the left side of a grid and a timeline across the top of the grid. Your timeline can be reflected in days, weeks, or months.
2. For each task, place a mark at the time when the task should start, draw a line to the time of the deadline, and place another mark there.
3. You can redraw the chart and start with the earliest deadline or the longest task at the top in order to help with prioritizing. You may also want to write in the name of the person(s) responsible for each task.
4. Distribute the chart to everyone involved in those tasks. Display a master copy in a common area.

An example of a Gantt Chart follows:

	J	F	M	A	M	J	J
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							